



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Environmental Protection Division Land Protection Branch Solid Waste Management Section 270 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 78-208	
Application Number		Date Received SEP 13 1978	Date Completed SEP 20 1978
2. Person to Contact Clif Trussell		Working Title Environmental Specialist	Telephone Number 656-2833
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. <u>73-586</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 10-1-66 12-31-75		5. Records Series Title (followed by title used in office, if different) County Landfill Compliance and Operation Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the State's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation. The Inspection and Compliance Unit of the Land Protection Branch inspects all solid waste handlers who collect, process and/or dispose of municipal solid waste to insure that compliance with the Solid Waste Management Act and the Rules and Regulations for Solid Waste Management is achieved.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: inspecting solid waste handling facilities. Included are: inspection evaluation reports and related correspondence. File is arranged: chronologically by fiscal year; thereunder alphabetically within each county.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0-10</u> ; Seven to twelve months old <u>0-5</u> ; Thirteen to twenty-four months old <u>0-5</u> ; twenty-five months and older <u>none</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Not totally duplicated.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>Permanent</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

3 years or until Federal Audit.

18 CFR 505.6

The Department feels that these reports will be needed should there be a suspicion that the landfill is causing underground water pollution, etc.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series. YES

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Moses M. Call</i>	9/12/78	<i>Maria F. York</i>	9-13-78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>W. M. Dixon</i>	9-19-78
		Secretary of State/Designee <i>Carroll Hunt</i>	9-15-78
		Attorney General/Designee <i>M. S. Chell</i>	9-19-78